



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

SFIM-EU-MWR

MAR 10 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Introduction for School Transition Specialists

1. The purpose of this memorandum is to introduce Ms. Brenda Coffield, the School Transition Specialist (STS) for the U.S. Army Installation Management Agency (IMA) Europe Region Office located at Campbell Barracks, Heidelberg, Germany.
2. Ms. Coffield is working with school superintendents in the Europe Region that have signed the School and Education Transition Services (SETS) Memorandum of Agreement to ease the transition of military students as they enroll in local schools. Her role is to help school systems develop, sustain, share, and adopt "best and promising practices" outlined in the SETS agreement. The goal is to increase reciprocal school policies among SETS schools in the Europe Region and, eventually, to the majority of the 130 SETS school signatories. We believe this effort, recommended by SETS superintendents and senior Army leaders at the Army Education Summit 2002, will create a greater level of predictability for our military families and students as they move from post to post.
3. There is no duplication between the role of your Installation School Liaison Officer and the Region School Transition Specialist. The installation School Liaison Officer continues to be your primary advisor and subject matter expert on matters relating to local school issues, a resource for parents on education and school concerns, and a liaison between the command and the community. The Region School Transition Specialist is working to facilitate national, state, and regional school policy changes and will be seeking your staff's input on *systemic* school issues and recommendations that you wish to be raised / considered at higher levels.
4. Although Region School Transition Specialists and local School Liaison Officers have a different focus, they are all a part of the Army team working to ease the impact of the military lifestyle on the academic success and to smooth school adjustment of military children and youth. I encourage you and your staff to work closely with Ms. Coffield to identify and share new ideas that could make a difference if implemented in other SETS school systems.
5. Region point of contact information: Brenda Coffield at DSN 370-8330 or 6686, via email: Brenda.Coffield@ima-e.army.mil.


RUSSELL B. HALL
Director

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